

PART 700—PRODUCTION OR DISCLOSURE OF MATERIAL OR INFORMATION OF THE OFFICE OF INDEPENDENT COUNSEL

Subpart A—Protection of Privacy and Access to Individual Records Under the Privacy Act of 1974

Sec.

- 700.10 General provisions.
- 700.11 Request for access to records.
- 700.12 Responses to requests for access to records.
- 700.13 Form and content of Office responses.
- 700.14 Classified information.
- 700.15 Records in exempt systems of records.
- 700.16 Access to records.
- 700.17 Fees for access to records.
- 700.18 Appeals from denials of access.
- 700.19 Preservation of records.
- 700.20 Requests for correction of records.
- 700.21 Records not subject to correction.
- 700.22 Request for accounting of record disclosures.
- 700.23 Notice of subpoenas and emergency disclosures.
- 700.24 Security of systems of records.
- 700.25 Use and collection of social security numbers.
- 700.26 Employee standards of conduct.
- 700.27 Other rights and services.

Subpart B—Exemption of the Office of Independent Counsel's Systems of Records Under the Privacy Act

- 700.31 Exemption of the Office of Independent Counsel's systems of records—limited access.

AUTHORITY: 5 U.S.C. 552a.

SOURCE: 52 FR 48097, Dec. 18, 1987, unless otherwise noted.

Subpart A—Protection of Privacy and Access to Individual Records Under the Privacy Act of 1974

§ 700.10 General provisions.

(a) *Purpose and scope.* The subpart contains the regulations of the Office of Independent Counsel implementing the Privacy Act of 1974, 5 U.S.C. 552a. The regulations apply to all records that are contained in systems of records maintained by the Office of Independent Counsel and that are retrieved by an individual's name or personal identifier. These regulations extend

forth the procedures by which an individual may seek access under the Privacy Act to records pertaining to him, may request correction of such records, or may seek an accounting of disclosures of such records by the office.

(b) *Transfer of law-enforcement records.* The head of the Office, or his designee, is authorized to make written requests under 5 U.S.C. 552a(b)(7) for transfer of records maintained by other agencies that are necessary to carry out an authorized law-enforcement activity of the Office.

(c) *Definitions.* As used in this subpart, the following terms shall have the following meanings:

(1) *Agency* has the meaning given in 5 U.S.C. 551(1) and 5 U.S.C. 552a(a)(1).

(2) *Record* has the same meaning given in 5 U.S.C. 552(a)(4).

(3) *Request for access* means a request made pursuant to 5 U.S.C. 552a(d)(1).

(4) *Request for correction* means a request made pursuant to 5 U.S.C. 552a(d)(2).

(5) *Request for an accounting* means a request made pursuant to 5 U.S.C. 552a(c)(3).

(6) *Requester* means an individual who makes either a request for access, a request for correction, or a request for an accounting.

(7) *System of records* means a group of any group of any records under the control of the Office from which information is retrieved by the name of an individual or by some identifying number, symbol, or other identifying particular assigned to that individual.

§ 700.11 Request for access to records.

(a) *Procedure for making requests for access to records.* An individual may request access to a record about him by appearing in person or by writing the Office. A requester in need of guidance in defining his request may write to the FOIA/PA Officer, Office of Independent Counsel, suite 701 West, 555 Thirteenth Street, NW., Washington, DC 20004. Both the envelope and the request itself should be marked: "Privacy Act Request."

(b) *Description of records sought.* A request for access to records must describe the records sought in sufficient detail to enable Office personnel to locate the system of records containing